

United States Department of the Interior
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To: Directors, National Human Resource Management Center, National Science and Technology Center, and National Information Resource Management Center

From: Director, National Business Center

Subject: Appointment of Local Survey Officer and Chairman for National Center's Board of Survey

In accordance with Departmental Manual 410 DM 114-60.802-2, this Information Bulletin (IB) serves as notification that Vickie Smejkal will hereby serve as the Local Survey Officer for the National Centers' Board of Survey. Ms. Smejkal will serve for a period of three years from the date of this IB. The Local Survey Officer has the same responsibilities as a Standing Board of Survey but can only be appointed to investigate loss of government property with an original acquisition cost or vehicle damage of less than \$5,000.

Local Survey Officers may investigate instance of routine loss or damage to government equipment, provided it is not assigned to an employee in the Local Survey Officer's direct chain of command. Such lost or damaged property assigned to those individuals as "Cognizant Employees" must be referred to the Survey Board for investigation and recommendations. In situations where there is theft, vandalism, or suspicion of a more serious offense, the Local Survey Officer should refer the report to a full Survey Board to act on the incident.

Ms. Smejkal will also serve as Chairman of the National Centers' Board of Survey.

If you have any questions, please contact Frank Philipp at 303-236-7637.

Signed by:
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Director, National Business Center

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